

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Choose an item.		
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION <input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____ <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain):
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5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	USAID Project Management Specialist (SAR Coordinator)	FSN-11		
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION:	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:
APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE <div>Date (mm-dd-yy)</div>	Typed Name and Signature of SUPERVISOR <div>Date (mm-dd-yy)</div>

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.	
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD		Date (mm-dd-yy)	
Typed Name and Signature of Executive Officer		Date (mm-dd-yy)	

13. BASIC FUNCTION OF POSITION

The incumbent for this position serves as the coordinator for all Amazon Regional Environment Project (AREP) activities in Colombia. As a member of the South America Regional (SAR) Team, the Project Management Specialist (SAR Coordinator) will be responsible for overseeing AREP country-level activities in support of biodiversity conservation in the Amazon, ensuring that these contribute to broader programmatic goals, and complement USAID/Colombia bilateral activities. This position is situated within USAID/Colombia's Environment Office in Bogota. The SAR Program is located within USAID/Peru's Office of Environment and Sustainable Growth in Lima, Peru.

Part of the incumbent's responsibility is also to support USAID/Colombia. USAID/Colombia's five-year Country Development Cooperation Strategy aims to support implementation of the peace accord and bring sustainable, economic opportunity to rural areas that have suffered most from the past violence and have been left behind in Colombia's economic progress. Environmental issues are cross-cutting and support the three primary development objectives under the CDSC with a particular focus on biodiversity conservation, sustainable landscapes, renewable energy, and addressing illegal gold mining.

The incumbent must have specialist knowledge and abilities to plan, implement, and evaluate programs and activities, as well as to make strategic recommendations within the environment and sustainable development sector, ensuring the effective implementation of USAID/Bogota's biodiversity conservation priorities. S/he will be responsible for direct oversight and management of activities in implementation to ensure performance, which includes analysis, scoping, design, planning, budgeting, and programming, and, once under implementation, monitoring, evaluating, learning, communicating, and reporting.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

SAR Program Country Management, Monitoring and Reporting

(60%)

- Responsible for the overall implementation, monitoring and evaluation of SAR Program activities in Colombia. This includes establishing and maintaining effective systems for regional program operation in Colombia.
- Supports the implementation of SAR Program activities in Colombia, coordinating with implementing partners to ensure effective operation of the program as a whole.
- Assists in the development and implementation of strategies for engaging with government, private sector, civil society and other entities to facilitate SAR Program operation.
- Develops and sustains relationships with government, private sector, civil society, and other entities to support inclusive implementation of SAR Program activities.
- Serves as a liaison between SAR Program implementing partners and USAID/Colombia counterparts, to raise awareness and enhance complementary approaches.
- Prepares, facilitates, coordinates, and/or participates in TDYs, assessments, conferences, meetings, or other activities related to the SAR Program in Colombia.
- Provides SAR Program leadership with timely information, advice and recommendations on emerging issues and the national policy environment, and how these may impact programming.
- Coordinates Colombia contributions to SAR Program strategic planning and reporting, including assistance in formulating USAID's annual Operational Plan, Performance Plan and Report, and other reporting tasks as requested.
- Gathers and collates indicators and other relevant data from USAID/Colombia and SAR Program activities to contribute to Amazon-wide reporting.

- Coordinates the monitoring and evaluation of SAR Program activities in Colombia, reviewing work plans and quarterly/annual reports, preparing monitoring reports, identifying key progress indicators, and undertaking field monitoring and data collection for reporting on progress of activities.
- Identifies and drafts success stories and other communications materials on SAR Program activities in Colombia.

Strategic Project/Activity Planning and Activity Management, Implementation, Monitoring and Reporting for Activities in the Andean Amazon (20%)

- Coordinate synergies between Regional and Bilateral activities in Colombia.
- Acts as Activity Manager or Contracting Officer's Representative for multiple and diverse biodiversity conservation and climate change activities in the Amazon. This includes supporting strategic and project level planning implementation, monitoring and evaluation of USAID's programs, initiatives and activities.
- Works collaboratively with team members of USAID/Peru and USAID/Colombia to support effective planning. That includes making strategic recommendations for technical programming and budgeting at a broad level, as well as at specific project and activity levels.
- Reviews and analyses a wide variety of published materials, studies, and evaluations of program results, and engages with a range of stakeholders to make sound technical and financial recommendations for the regional activities within the USAID/Colombia portfolio.
- Provides analytical thinking, evidence-based and technical inputs to monitoring, evaluation, learning and adaptation strategies. Supports the development and implementation of Program-wide Strategy and PMP, Portfolio Reviews, Joint Portfolio Reviews (such as with the Regional Environment Program), data-quality assessment evaluation, and GIS/mapping. Also gathers and analyses information and produces content for the Performance Plan and Report (PPR) and other relevant reports and evaluations.
- Supervises activities and projects and institutional contractors and grantees implementing USAID's activities. Reviews systems and processes both in the field and at headquarters for the project, including travel to project sites to ensure proper monitoring of on-the-ground implementation, and to identify needs and solutions, and make recommendations for future actions.

Cross-Cutting Outreach, Coordination, Communication, Representation For Bilateral and Regional Environment programming (20%)

- Organizes and actively engages in discussions, meetings, conferences, and other fora with other donors, Government of Colombia (national, state, municipal), USG interagency, private sector actors, civil society, other stakeholders, partners and beneficiaries, including traditional and indigenous communities.
- Articulates the lessons learned and possible opportunities for their dissemination among the Government of Colombia I, donor, private sector and NGO fora.
- Represents USAID at key events and meetings. In light of political sensitivities and adjustments within regional and bilateral agreements, is a key member responsible for conducting sensitive negotiations with Colombian officials, explaining USAID policies and programs, acting as a general liaison between senior USAID officials and various stakeholders in Colombia.
- Provides written and oral briefings, fact sheets and other materials on the Regional Program and USAID/Colombia's current and planned strategies to the general public and officials of the Colombian government, USAID/Washington, the Foreign Assistance Office, the Department of State, contractors' staff and others.
- Identifies and pursues opportunities to engage the private sector, governments, donors and NGOs in environmental partnerships that leverage the development impacts and the investments of USG in the conservation of Amazon biodiversity. Additionally, articulates lessons learned and investigates opportunities for dissemination in the Government of Colombia, donor, business and NGO fora.
- Proactively creates and maintains strong lines of communication with the public and private sector and the NGO community to support USAID's programmatic interests. Also participates in the development and conservation communities of practice and builds environment sector capabilities across the expanded environment sector team by facilitating the development and delivery of a range of learning options for USAID/Colombia and project staff.
- Proactively stay informed on forestry, biodiversity conservation, and sustainable natural resource management, sustainable value chains, indigenous peoples, combating wildlife trafficking and environmental partnerships to inform management and policy discussion.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** A minimum of a University degree in Environmental Studies, Forestry, Biodiversity Conservation, Natural Resource Management, Development, Business Administration, Public Policies, Law, Economics, Social Sciences, and/or other equivalent disciplines is required.
- b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible professional technical experience in a development-related field is required. A minimum of three years' experience managing and/or coordinating complex environmental projects or initiatives, is required.
- c. **Post Entry Training:** Upon entry to post, there will be potential "on the job" as well as formal training, including USAID Introduction to the Program Cycle (IPC) instructor-led course, Phoenix Accruals Online Training, A&A Primer online, Acquisition & Assistance Management for CORs/AORs (A&A104), and GLAAS training, as needed and other specialized courses for professional USAID staff and environment officers, such as Biodiversity and Development: An Introduction, Biodiversity 101: Biodiversity Programming and Cross-Sectoral Integration, Biodiversity 201: Advanced Biodiversity Programming and Cross-Sectoral Integration, and 22 CFR Reg 216, as needed. These courses help employees to stay up-to-date on regulations, policies and best practices on environmental management, as well as for maintaining updated professional specialist qualifications.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- d. **Language Proficiency:** Fluency (Level IV) written and spoken English and Spanish are required.
- e. **Job Knowledge:** Good knowledge, or the ability to acquire such knowledge on development and conservation topics related to the environment, especially in the areas of biodiversity and forest conservation, natural resource management, sustainable livelihoods and value chain development, partnership development with the private sector, and local communities, economic and social issues affecting Amazon and Colombia overall development, Colombian related legislation and USAID policies and regulations as they relate to these key sectors. A practical knowledge of the implementation, monitoring and evaluation of projects in this sector and their associated regulatory aspects.
- f. **Skills and Abilities:** Must have diplomatic and interpersonal skills necessary to develop and maintain an extensive range of contacts with representatives from the Colombian government, USG and USAID, private sector and others. Must be able to synthesize information. Must have the ability to both give and receive feedback, advice, and constructive criticism professionally and with objectivity. Must have strong communication skills, in Spanish and English, both orally and in writing. Strong computer skills, including word processing, spreadsheets, and PowerPoint required. Problem solving, planning, and innovation required.

16. POSITION ELEMENTS

- a. **Supervision Received:** The Project Management Specialist (SAR) for Colombia will be supervised by Deputy Office Director for Environment of USAID/Colombia. The employee is expected to resolve most problems independently, evaluating information against general policy guidelines that USAID regulations and procedures provide, and with the context of development professionalism in the environment sector.
- b. **Supervision Exercised:** The supervision of other USAID staff is not contemplated.
- c. **Available Guidelines:** USAID Handbooks, USAID Colombia Operational Plan and Performance Reports, USAID Colombia Country Analyses, Program Descriptions, and Performance Monitoring Plans, USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines, including project design and implementation guidelines and environment sector handbooks and guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.
- d. **Exercise of Judgment:** Independent judgment is required for developing, implementing, managing, and reporting on Biodiversity Conservation, Natural Resource, Environmental, Sustainable Livelihoods/Value Chain programs/projects/activities. Sound and careful judgment is required to make decisions, based on careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact;

exercises good judgment, and completes work independently; and, monitors implementation of programs/projects/activities and maintains accountability for results achieved.

- e. **Authority to Make Commitments:** Within the funding levels authorized by USAID/Washington and by designated authority of the Regional Contracting Office located in Lima, the employee is authorized to make commitments for expenditure of USG funds, within projects on which s/he is the authorized A/COR, with the scope and budget of the project activities, and subject to ROAA/Lima certifications and availability of funds.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist has a full range of contacts within the Mission, and maintains contact with many external contacts, including implementing partners, the private sector, diverse levels of government (national, state, and local), and public sector partners. Within the Embassy, contacts with other offices and senior level staff, including occasional briefings to other offices, their directors, the DCM, and the Ambassador. Host-government, local, and other contacts vary widely with the type of program/project/activity being implemented, and may be at any level – including Directors, Deputy Minister, etc. Frequent and substantive personal contacts with senior-level officials from the Government of Colombia and with the private and public sector, is necessary for the purpose of explaining and advocating USAID and USG policies, objectives, and procedures, to develop and implement programs in the environment sector, to encourage improved environmental-related policies, to gather information on programs and policies that affect USAID programs, and to transmit and interpret Government of Colombia and private-sector attitudes and concerns to senior USAID officials.
- g. **Time Expected to Reach Full Performance Level:** One year.